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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Systems Section

FROM : Chief, Records Management Branch

SUBJECT: Specifications for File Cabinets

DATE: 19 March 1954

1. Herb Leonard, GSA, called me today relative to a possible change in specifications for file cabinets.

2. In considering the various types of cabinets that are now in use throughout the Federal Government, some consideration has been given to a 5 drawer cabinet with dividers and a drop-back. This cabinet is sold by the Shaw-Walker Company. Mr. Leonard indicated that in a discussion with a representative of the company it was determined that a Mr. [REDACTED] of this Agency purchased approximately 50 such cabinets about two years ago. Mr. Leonard would like to know this Agency's experience with these cabinets. Specifically, is it easier and quicker to file material in them? If so, why? Any other information pertaining to the experiences of Mr. [REDACTED] with these specific file cabinets would be useful.

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3. Will you make the necessary arrangements to discuss this proposition with Mr. [REDACTED] and advise me as soon as possible.

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